

5 FAM 300 DIPLOMATIC POUCH AND MAIL

5 FAM 310 DIPLOMATIC POUCH AND MAIL

*(TL:IM-35; 12-05-2002)
(Office of Origin: A/LM/PMP/DPM)*

5 FAM 311 GENERAL POLICIES

(TL:IM-24; 01-30-1998)

- a. Users of the Diplomatic Pouch and Mail Service (DPS) must observe the procedures described in 5 FAH-10 , Pouch and Mail Handbook.
- b. All mail must show a complete and valid return address which, for non-Department users, includes Agency.
- c. The address and return address of all official mail delivered to or through the Department's pouch and mail system or the United States Postal Service (USPS) must be in typographic form (e.g., typewritten, stamped, or printed) and bear the appropriate 9-digit ZIP code number. The ZIP code number must appear in the last line of the address following the city and state by not more than two spaces.
- d. Express Mail and private courier services must not be used for other than the most urgent official business.
- e. Personal parcels must not be sent through the Department internal messenger service. If personal parcels are received through the Department messenger service, they will be returned to the sender or donated to charity if the sender is not known.

5 FAM 312 DEFINITIONS

(TL:IM-35: 12-05-2002)

Frequently used acronyms and technical terms and phrases employed in

pouch and mail operations are listed below:

- (1) APO—Army or Air Force Military Post Office (MPO);
- (2) DPS—Diplomatic Pouch Service;
- (3) FPO—Fleet Post Office, an MPO of the Navy;
- (4) *MAO—Mail Address Only are ZIP Codes opened to serve as routing indicators for mail separation and transportation purposes only. They will have a designated parent MPO. MAOs will not be opened to avoid the requirements prescribed for the opening of a MPO.*
- (5) MPO—Military Post Office, a postal facility installed by DOD at one of its bases domestically or overseas. See APO and FPO;
- (6) MPS—Military Postal Service, domestic and overseas Department of Defense postal facilities. Army/Air Force post offices are known as APOs and Navy post offices are known as FPOs;
- (7) Official Items—Correspondence or articles intended only for official use of the mission; and
- (8) USPS—United States Postal Service.

5 FAM 313 SCOPE

(TL:IM-24; 01-30-1998)

This chapter includes pouch and mail regulations for all DPS users and other specific personnel where indicated.

5 FAM 314 AUTHORITIES

(TL:IM-35: 12-05-2002)

The authority is found in the following documents:

- (1) 18 U.S.C. Part I, Chapter 83, Section 1719;
- (2) 31 U.S.C., Chapter 97, Subtitle VI, Sec. 9701;
- (3) 39 U.S.C., Part I, Chapter 6, Sec.601-606;
- (4) *42 U.S.C. 1973 ff*

- (5) Article 27, Vienna Convention on Diplomatic Privileges and Immunities; and
- (6) DOD Directive 4525.6-M, Vol.1, Appendix A.

5 FAM 315 THROUGH 319 UNASSIGNED